

Due to the ongoing public health emergency, and consistent with the Governor's most recent emergency declaration, various Executive Orders entered by the Governor, and the recent amendments made to the Open Meetings Act in Public Act 101-640, this meeting will be conducted electronically. Public comments are welcome on any topic when received by email or in writing by the Assistant Village Manager prior to 5:00 p.m. on the day of the meeting. Emailed comments may be sent to Assistant Village Manager Monroe at [amonroe@riverside.il.us](mailto:amonroe@riverside.il.us). Written comments may be submitted to the attention of the Assistant Village Manager at 27 Riverside Road, Riverside, Illinois. Public comments may also be made live during the meeting by persons participating via Zoom. For those wishing to view the meeting or make public comments via Zoom, a Zoom link will be made available via the Village's website at <https://www.riverside.il.us/169/Riverside-TV-Commission> no later than 7 p.m. on February 11, 2022.

**MEETING AND PUBLIC COMMENT PROCEDURES:** The Riverside TV Commission will meet in person and physical spacing will be observed. Any individual with a disability requiring a reasonable accommodation in order to participate in the meeting should contact Village Manager Jessica Frances at least 48 hours in advance of the meeting at (708) 447-2700 ext. 254. Public comments are welcome on any topic related to the business of the Commission at Regular and Special Meetings during the portion of the meeting devoted to a particular agenda item, or during the period designated for public comment for non-agenda items. Individuals who wish to comment must be recognized by the Commission Chairperson and then speak at the podium, beginning by identifying themselves.



**REGULAR MEETING  
RIVERSIDE TV COMMISSION**

This meeting will be conducted electronically via Zoom.

**27 Riverside Road, Riverside, IL 60546  
Monday, February 14, 2022  
7:00 p.m.**

**Agenda**

1. Call to Order
2. Roll Call

Chairperson: Colin Hughes  
Commissioners: Karina Koncius, Tom Orgler, Eric Sundstrom, Mark Yurkiw

3. Approval of the following Minutes:
  - A. November 8, 2021 Regular Meeting
  - B. January 10, 2022 Regular Meeting
4. Old Business
  - Technical Director Report
  - RTV Billing Structure — Update
  - Data Archives Migration — Update
5. New Business
  - Hauser Jr. High Communications Project — Discussion
  - District 95 BoE Meeting — Potential IGA
  - WCCA OTT App
  - Programming
    - Saturday Morning Programming — Update
    - RTV Weekend Movies

**Riverside TV Commission 2022 Meeting Dates**

(7:00 p.m., 2<sup>nd</sup> Monday, Township Hall Room 4 or Zoom)

January 10	April 9	July 8	October 10
February 14	May 13	August 9	November 14
March 14	June 11	September 12	December 12

6. Next Meeting: Monday, March 14, 2022 at 7:00 p.m. – Township Hall Room 4

7. Adjournment

CH/ch

cc: Commissioners  
Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, Technical Director Lorenzo Cordova

**MINUTES FOR RIVERSIDE TV COMMISSION NOVEMBER MEETING**

November 8, 2021, 7:00 p.m.

**RM 4 TOWNSHIP HALL**

**27 RIVERSIDE RD, RIVERSIDE, IL 60546**

**Minutes**

**Call to Order:**

Meeting called to order at 7:04 PM

Present: Chair Colin Hughes, Commissioners, Tom Orgler, Mark Yurkiw, and Eric Sundstrom

Also present: Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, and Technical Director Lorenzo Cordova

**Approval of the following minutes:**

Approval of August Regular Meeting Minutes

Motion by Yurkiw, 2<sup>nd</sup> by Orgler

Approval of September Regular Meeting Minutes

Motion by Orgler, 2<sup>nd</sup> by Yurkiw

October Minutes could not be approved due to cancelled meeting

**2021 Meeting Production Schedule**

*Last amended — 12-28-20*

**VILLAGE BOARD OF TRUSTEES MEETINGS – 2021**

**(7:00 PM, 1st and 3rd Thursday, except as noted\*)**

(Meetings are held in Room 4 or as noted)

Regular Meeting (1st Thursday)	Regular Meeting (3rd Thursday)
January 7	January 21
February 04	February 18
March 04	March 18
April 01	April 15
May 06	May 20
June 03	June 17
July 01	July 15
August 05	August 19
September 02	September 16
October 07	October 21
November 04	November 18
December 02	December 16

**TOWNSHIP OF RIVERSIDE MEETINGS — 2021**  
**(7:00 PM, except as noted\*\*; 2nd Tuesday, except as noted\*)**  
**(Meetings are held in Room 4 or as noted)**

Regular Meeting (2nd Tuesday)
January 12
February 09
March 09
April 13
May 11
June 08
July 13
August 10
September 14
October 12
November 09
December 14

**DISTRICT 96 BOARD OF EDUCATION MEETINGS – 2021**  
**(7:00 PM, 1st and 3rd Wednesday, except as noted\*\*\*)**  
**(Meetings are held in the Hauser LRC or as noted)**

Committee of the Whole Meeting (1st Wednesday)	Regular Meeting (3rd Wednesday)
January 06	January 20
February 03	February 17
March 03	March 17
April 07	April 21
May 05 — PENDING ORG. MTG.	May 19 — PENDING ORG. MTG.
June 02 — PENDING ORG. MTG.	June 16 — PENDING ORG. MTG.
July 07 — PENDING ORG. MTG.	July 21 — PENDING ORG. MTG.
August 04 — PENDING ORG. MTG.	August 18 — PENDING ORG. MTG.
September 01 — PENDING ORG. MTG.	September 15 — PENDING ORG. MTG.
October 06 — PENDING ORG. MTG.	October 20 — PENDING ORG. MTG.
November 03 — PENDING ORG. MTG.	November 17 — PENDING ORG. MTG.
December 01 — PENDING ORG. MTG.	December 15 — PENDING ORG. MTG.

**RIVERSIDE TV COMMISSION MEETINGS – 2021**

**(7:00 PM, 2nd Monday, except as noted\*)**

**(Note: These meetings are not recorded, but crew is welcome to attend)**

**(Meetings are held in the Riverside Library Quiet Reading Room or as noted)**

Regular Meeting (2nd Monday)
January 11
February 08
March 08
April 12
May 10
June 14
July 12
August 09
September 13
October 11
November 08
December 13

**VILLAGE OF RIVERSIDE PLANNING AND ZONING COMMISSION MEETINGS – 2021**

**(7:00 PM, 4th Wednesday, except as noted\*)**

**(Meetings are held in Room 4 or as noted)**

Regular Meeting (4th Wednesday)
January 27
February 24
March 24
April 28
May 26
June 23
July 28
August 25
September 22
October 27
November 22* — Fourth Monday

## Old Business

**EDC – RTV Joint Meeting** - Chairman Hughes reported that RTV and the EDC had a joint meeting to discuss ways that RTV could aid the EDC. The EDC asked for a way to share files with RTV. Tech Director Cordova sent links to the EDC so they could assess the use of the programs to promote Riverside. The EDC also requested RTV to edit a monthly video showcasing life in the village. #THISISRIVERSIDEIL was created and a call for photos and videos was put out on social media.

**Riverside Township Mental Health Video** Tech Director Cordova reported that he has finished the Mental Health Board video. The Mental Health Board is planning a "Part 2" to be produced in January of 2022.

**Tech Director Report** – Lorenzo Cordova gave a report on the productions that were made since the September TV Commission meeting. He reported that the November 4 Village Board of Trustees Meeting had broadcast interruptions on FaceBook. The interruptions were caused by FaceBook and have since been corrected. Chairman Hughes asked Cordova if 3 crewmembers were the normal crew size for the D96 meetings. Cordova responded that since the Covid restrictions started, a third crewmember was necessary to run an efficient production. The Parks and Rec Department had RTV shoot a video for the Drive Thru Haunted House. It was well received by many village personnel. He reported that the LAC video was in the last weeks of edit. He reported that the LAC Chainman stated that she would bring the LAC video to the Village Office by early 2022. He also reported on the production of a video for the Touch a Truck Event, and that RTV shot footage of the Farmer's Market that will be used to promote next year's market. Cordova announced that the RTV would be filming the annual Holiday Stroll in early December.

**Visit Oak Park Project** – RTV has not heard anything from VOP regarding this project and assumes it will not participate at this time.

**Annual Work Plan** – Chairman Hughes shared the RTV Annual Work Plan with the commission. It lists the events and meetings that RTV will shoot for 2022. A motion to adopt the annual plan was brought by Yurkiw and 2<sup>nd</sup> by Sundstrom. All in favor. The plan allows for special programming of 3 episodes of Memories of Riverside, 2 episodes of Riverside Minutes, and the new RTV/EDC monthly project. All community events will have a promo created to run prior to the event.

## New Business

**Crewmembers - Update** — Doria reported that a new hire had started with RTV, Delilah Luna Del Castillo. She is currently a junior at RBHS and also works with RBTv. Doria stated that she would hopefully be with RTV for a few years.

**Cloud Storage** – The cloud storage system, for RTV, has been installed by Matt Wolze. A NAS system is now in the RTV office and all RTV archives are being uploaded via Time Machine to the system. The upload started on October 11 and continues. Hopefully it will be finished by January 1, 2022.

**New Vehicle** - Supervisor Doria told the commission that the Village Board of Trustees voted to place a vehicle from the police department in service for RTV and Public Works, on a shared basis. RTV will use this vehicle to transport crew and equipment for outside productions.

**Mission Statement** - Chairman Hughes suggested the need to create a Mission Statement for RTV. Commissioner Orgler reminded the commission that Commissioner Koncius had suggested a workshop to create the mission statement. Dates were suggested for the workshop but need to be confirmed by Commissioner Koncius.

**New Billing Structure** – Assistant Village Manager Monroe, created some examples of a fee structure for the Riverside Filming Policy. She shared them with the commission. Supervisor Doria stated that he thought the best way to charge for production is by the hour and per person. AVM Monroe asked for assistance in contacting a few other municipal TV production departments to inquire about their fee structure. Doria offered to contact them. The commission decided to table the topic until the December meeting.

**Saturday Morning Programming** – No new videos at this time.

**Next Meeting:** Monday, December 13, 2021 at 7:00 PM at the Riverside Township Hall, Rm 4.

**Adjournment: 8:12**

Motion: Sundstrom

Second: Orgler

All in favor.

Approved

# MINUTES FOR RIVERSIDE TV COMMISSION JANUARY MEETING

January 10, 2022, 7:00 p.m.

**ZOOM Meeting**

27 RIVERSIDE RD, RIVERSIDE, IL 60546

## Minutes

### Call to Order:

Meeting called to order at 7:08 PM

Present: Acting Commission Chair Karina Koncius, Commissioners, Tom Orgler, and Eric Sundstrom

Also present: Assistant Village Manager Ashley Monroe, Production Supervisor Joe Doria, and Technical Director Lorenzo Cordova

### Approval of the following minutes:

November Minutes to be approved at February Meeting.

No minutes for October and December Meeting due to lack of quorum.

## 2022 Meeting Production Schedule

*Last amended — 01-25-22*

### VILLAGE BOARD OF TRUSTEES MEETINGS – 2022

(7:00 PM, 1st and 3rd Thursday, except as noted\*)

(Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (1st Thursday)	Regular Meeting (3rd Thursday)
January 06	January 20 — CANCELLED
February 03	February 17
March 03	March 17
April 07	April 21
May 05	May 19
June 02	June 16
July 07	July 21
August 04	August 18
September 01	September 15
October 06	October 20
November 03	November 17
December 01	December 15



**TOWNSHIP OF RIVERSIDE MEETINGS — 2022**  
**(7:00 PM, except as noted\*\*; 2nd Wednesday, except as noted\*)**  
 (Meetings are held in Room 4 at Township Hall or as noted)

Regular Meeting (2nd Wednesday)
January 12
February 09
March 09
April 12** & * — Second Tuesday at 6:01 PM
May 11
June 08
July 13
August 10
September 14
October 12
November 09
December 14

**DISTRICT 96 BOARD OF EDUCATION MEETINGS — 2022**  
**(7:00 PM, 1st and 3rd Wednesday, except as noted\*\*\*)**

(Meetings are held in the Ames Elementary School Multi-Purpose Room or as noted)

Committee of the Whole Meeting (1st Wednesday)	Regular Meeting (3rd Wednesday)
January 05 — CANCELLED	January 19
February 02	February 16
March 02	March 16
April 06	April 20
May 04	May 18
June 01	June 15
July 06	July 20
August 03	August 17
September 07	September 21
October 05	October 19
November 02	November 16
December 07	December 21

**RIVERSIDE TV COMMISSION MEETINGS – 2022**

**(7:00 PM, 2nd Monday, except as noted\*)**

**(Note: These meetings are not recorded, but crew is welcome to attend)**

**(Meetings are held in Room 4 at Township Hall or as noted)**

Regular Meeting (2nd Monday)
January 10
February 14
March 14
April 11
May 09
June 13
July 11
August 08
September 12
October 10
November 14
December 12

**VILLAGE OF RIVERSIDE PLANNING AND ZONING COMMISSION MEETINGS – 2022**

**(7:00 PM, 4th Wednesday, except as noted\*)**

**(Meetings are held in Room 4 at Township Hall or as noted)**

Regular Meeting (4th Wednesday)
January 05* — First Wednesday/Special Meeting
January 26
February 23
March 23
April 27
May 25
June 22
July 27
August 24
September 28
October 26
November 30* — Fifth Wednesday
December 28

## **Old Business**

**Work Plan** – Tech Director Cordova told the commission that the new Village Clerk requested a copy of the RTV Work Plan, which was sent to him.

**Riverside Township Mental Health Video** Tech Director Cordova reported that he has finished the Mental Health Board video. The Mental Health Board is planning a “Part 2” to be produced in January of 2022.

**Technical Director’s Report** – Tech Director Cordova delivered his Tech Report as follows: Village Board of Trustees Meetings have moved to virtual meetings on ZOOM. The next meeting is scheduled for Jan 20.

The Township of Riverside Board of Trustees Meeting is scheduled for Jan 12. RTV recorded and streamed two P&Z Commission Meetings. One more is scheduled for Jan 26.

The LAC video, “Design for the Ages” finally finished. Production started in August of 2020. The Township of Riverside has requested that RTV shoot part 2 of the Mental Health video. The RTV/EDC joint project, “This is Riverside” was released December 7 2021. The EDC is planning quarterly versions of this video.

## **New Business**

**Cloud Storage** – Tech Director Cordova was asked if the archiving of RTV data was completed. He told the commission it was still in progress and going very well.

**Hauser Content** – Commissioner Koncius told the commission that she has created a course at Hauser School, designed to provide content for RTV’s channels. She has asked the commissioners to think about possible topics for the students to focus on. No billing would be involved.

**New Vehicle** - RTV will use this vehicle to transport crew and equipment for outside productions.

**New Billing Structure** – Supervisor Doria reported that the leads he researched for production fee structure were based on actual costs or a membership fee for those who wanted to produce their own videos. He and Asst Village Manager Monroe suggested that RTV base the fees on actual costs for production and for any village office charges. AVM Monroe suggested we add a nominal fee for equipment rental and maintenance. Trustee Orgler agreed with that suggestion. AVM Monroe said we should put this in writing and get it in front of the board for modification or final approval, possibly by the Spring.

**FLOS** – Tech Director Cordova inquired about the Frederick Law Olmsted Society filming. Supervisor Doria said he would contact FLOS and ask about any filming in 2022.

**Saturday Morning Programming** – No new videos at this time.

**Next Meeting:** Monday, February 14, 2022 at 7:00 PM at the Riverside Township Hall, Rm 4.

**Adjournment: 7:48pm**

Motion: Sundstrom, Orgler. All in favor

## Riverside TV Filming Policy Guidelines

### DRAFT Feb 2022

The Village of Riverside is a member of the West Central Cable Agency (WCCA), an intergovernmental body comprised of the communities of Indian Head Park, LaGrange, LaGrange Park, Riverside, and Western Springs. The WCCA administers the cable television franchise(s) in these communities.

The primary role and responsibility of Riverside TV (RTV) is to broadcast Village Board Meetings, Commission Meetings (as required by the Village Board or Village Manager), Riverside School District 96 and Riverside Township meetings.

RTV may also, in the sole discretion of the Village, film and broadcast community programming which promotes the community and/or community events or which is of interest to and pertains to issues affecting the Village of Riverside. Eligible community organizations may apply for filming of such programming. The purpose of filming ~~for on behalf of~~ community organizations is to assist ~~these organizations~~ ~~them with~~ ~~in~~ the creation and production of high-quality ~~shows programming~~ consistent with this Policy. Services may be limited based upon the capacity and resources available for the project requested.

The guidelines below govern the usage of community programming resources:

#### **ELIGIBILITY**

- Community programming resources may, in the sole discretion of the Village, be made available to recognized local 501(c)(3) not-for-profit organizations that serve the Village of Riverside.
  - Programming resources, in the sole discretion of the Village, may also be made available to other organizations, to be reimbursed according to this Policy.

#### **APPLICATIONS**

- Any party interested in applying for community programming *must* provide a completed application (attached), along with an outline of the program to be produced and proof of non-profit status, if applicable, ~~and submit documentation to the Village of Riverside.~~
- Applications are available from the Village Clerk and on the Village of Riverside website.
  - ~~Required approvals for RTV filming may take longer than 30 days, therefore it is strongly recommended to submit completed applications up to six months prior to the proposed production date. Applications shall be submitted a minimum of at least thirty (30) days prior to the proposed production date. Applications will be accepted up to six (6) months in advance of the proposed production date.~~
- Community programming must be of a non-profit, non-commercial nature.
- Programs must not contain:
  - \* any solicitation of funds;
  - \* any advertising or promotion of a commercial nature;
  - \* cursing or language deemed inappropriate by the Village Board;
  - \* any material that is considered illegal under federal, state, or local law, including, but not limited to, obscenity, libel, and slander;
  - \* any material that is copyright protected or subject to ownership of royal rights;
  - \* any advocating for a political position, matter or issue;
  - \* an affiliation with any political party or candidate.

• The Village reserves the right to film community events and to prioritize filming of events based on the availability of resources.

• Applications, which conform to program guidelines and are considered for approval, are done so on a first-come, first-serve basis.

~~• The Village Manager or his or her designee shall have sole authority to review applications for consistency with the requirements or purposes of this Policy, and to approve or deny applications. Applications that do not comply with the requirements or purposes set forth in this Policy shall not be approved.~~

~~• Upon approval of a submitted application, the Village will notify RTV of the approved application. RTV will contact approved applicants to arrange a mutually agreeable time for production/taping of the show.~~

• Accepted applicants will be charged for filming and production of the program. Filming Fees are as follows:

~~The Village requires a - A deposit of \$200.00 is required at the time of the request. This deposit contributes to administrative scheduling and staff management costs, initial staff and production for the film event, and any post-production costs.~~

~~The applicant will be billed \$75.00 RTV will issue a per hour, flat-rate estimate for RTV staff time. This fee and will provide reimbursement - reimburses the village for actual costs of setup, filming, and post-production staffing and any other expenses incurred, including but not limited to travel costs, -or Some projects require rental of additional equipment. A rental fee of \_\_\_\_\_ will be applied as necessary.~~

~~These costs will be deducted from the deposit and remaining funds will be refunded to applicant at the conclusion of editing.~~

~~• The Village Manager or his or her designee shall have sole authority to review applications for consistency with the requirements or purposes of this Policy, and to approve or deny applications. Applications that do not comply with the requirements or purposes set forth in this Policy shall not be approved.~~

• All applicants will be notified within fourteen (14) days as to the status of a submitted application.

~~• Upon approval of a submitted application, the Village will notify RTV of the approved application. RTV will contact approved applicants to arrange a mutually agreeable time for production/taping of the show.~~

• The Village reserves the right to refuse or withdraw approval of an application at any time.

• The Village, by creating this Policy, and allowing the production of community programming, is not creating a public forum for public discourse or free expression, but is instead creating a limited public forum for the sole purpose of promoting the community and/or community events or the creation of programming in conformance with this Policy which is of interest to and pertains to issues affecting the Village of Riverside.

#### PRODUCTION/BROADCAST

• If an applicant and/or members of the applicant's party are more than fifteen (15) minutes late for the scheduled appointment, the production time may be forfeited and the applicant will be ~~forbidden-unable~~ to re-apply for a period of thirty (30) days. Upon resubmission of the application, the party will be placed on a list of applications received after the forfeiture of the time slot, if such a list exists.

• At the scheduled time, the applicant and members of the applicant's party should be prepared for a final taping. Rehearsals and run-throughs should occur prior to the scheduled production time. All production appointments shall not exceed one hundred twenty (120) minutes in duration, unless otherwise noted and agreed upon by RTV.

• A production appointment may be canceled and rescheduled if notification is given at least seventy two (72) hours in advance of the scheduled production time. The applicant *must* contact RTV to reschedule. In the

Commented [AM1]: Moved these to same section talking about applications

Commented [AM2]: Is this possible, if a VB approval is required?

event that a production appointment is canceled with less than forty eight (48) hours' notice, the applicant(s) shall be responsible for ~~a \$75.00 staffing~~ the deposit fee and any required equipment rental fees. These reimbursements is fee shall be made payable to the Village of Riverside.

•The applicant relinquishes all editing rights to ~~his/her~~ their program and understands that RTV will perform final editing in order to assure that the finished product looks professional and conforms to Village standards and the appropriate time constraints, as provided for in the submitted application. Should additional edits be desired beyond the scope of the original approved application, additional permissions or fees may be required.

•The Village reserves all rights in regard to the number of times and the time of day which the program is aired.

•At the completion of the production project, copies of the finished product will be made available to any person or group for the cost of \$15.00 each. Any material contained on the production project will remain the property of the Village and shall be protected by any and all federal, state, and local laws protecting video productions.

**Commented [AM3]:** What about productions that would not be aired on RTV channels? Are there any? Do we just want to ensure that RTV is credited for production if they use it in any way that is not airing on Riverside TV?

DRAFT